

Human Resources

Coding Guide
version 2

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Personnel Areas (Agency & Location)

Personnel Area is a 4 digit alphanumeric code. The first 2 digits represent the agency and the next 2 digits represent the location. For example, FA01 represents DFA and their first physical location or building. For each agency with more than one location, a personnel area is designate for each location and are numbered sequentially such as FA01, FA02, etc.

The personnel areas for Constitutional, Legislative and Judicial agencies have a code starting with the letter “Z”.

Personnel Sub-areas (Time & Leave Rules)

Personnel Sub-Area is a 4-digit alphanumeric code that indicates what type of leave and timekeeping rules are required for a given position.

CODE	DESCRIPTION
OAL1 (non-exempt)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: Standard • Bank maximum: 240 hours @ 1.5 & 200 hours @ 1.0 • Eligible for annual, sick, holiday, and birthday leave
OAL2 (non-exempt extra-help employees)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: Standard • Bank maximum: 240 hours @ 1.5 & 200 hours @ 1.0 • Eligible for holiday and birthday leave
OAL3 (non-exempt teachers only)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: Standard • Bank maximum: 240 hours @ 1.5 & 200 hours @ 1.0 • Special leave processing – eligible for 10 months of sick leave (August thru May), banks holiday and birthday; does not accrue annual leave
OBL1 (non-exempt)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: 8/80 • Bank maximum: 240 hours @ 1.5 & 200 hours @ 1.0 • Eligible for annual, sick, holiday, and birthday leave
OBL2 (non-exempt extra-help employees)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: 8/80 • Bank maximum: 240 hours @ 1.5 & 200 hours @ 1.0 • Eligible for holiday and birthday leave
OBL3 (non-exempt teachers only)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: 8/80 • Bank maximum: 240 hours @ 1.5 & 200 hours @ 1.0 • Special leave processing – eligible for 10 months of sick leave(August thru May), banks holiday and birthday; does not accrue annual leave
OCL1 (non-exempt)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: 7K

CODE	DESCRIPTION
	<ul style="list-style-type: none"> • Bank maximum: 480 hours @ 1.5 & 400 @ 1.0 • Eligible for annual, sick, holiday and birthday leave
OCL2 (non-exempt extra-help employees)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: 7K • Bank maximum: 480 hours @ 1.5 & 400 hours @ 1.0 • Eligible for holiday and birthday leave
OCL3 (non-exempt teachers only)	<ul style="list-style-type: none"> • Eligible for overtime • FLSA Rule: 7K • Bank maximum: 480 hours @ 1.5 & 400 hours @ 1.0 • Special leave processing – eligible for 10 months of sick leave (August thru May), banks holiday and birthday; does not accrue annual leave
NEL1 (exempt)	<ul style="list-style-type: none"> • Not eligible for overtime • Eligible for annual, sick, holiday and birthday leave
NEL2 (exempt extra-help employees)	<ul style="list-style-type: none"> • Not eligible for overtime • Eligible for holiday and birthday leave
NEL3 (exempt teachers only)	<ul style="list-style-type: none"> • Not eligible for overtime • Special leave processing – eligible for 10 months of sick leave (August thru May), banks holiday and birthday; does not accrue annual leave
NEL4 (exempt Constitutional, Legislative & Judicial agencies only)	<ul style="list-style-type: none"> • No leave accounting

Employee Groups

Code	Type	Description
1	Regular State Employee	Active state employee in a permanent position as defined by the Office of Personnel Management.
2	State Retiree (<i>no longer used as of 3/31/03</i>)	Employees retired from State Government or an active employee with an agency that participates in the same retirement system that they are retired and/or receiving an annuity payment.
4	State DROP Employee (<i>no longer used as of 3/31/03</i>)	State DROP Employee: Employees enrolled in the Deferred Option Retirement Plan.
7	State Extra/Seasonal Employee	Active state employee in an extra help position, authorized to work less than 1000 hours per year, unless allowed by special language in the

		appropriation act.
8	Supplemental Pos.	Emergency positions authorized by the Governor.
9	State Contract Employee (<i>not currently being used</i>)	Employees hired on a contract basis.

Employee Sub-Groups

Code	Type	Description
UO	Hourly	Extra help employees and some regular state employees in a bi-weekly pay period.
UC	Uniformed Commissioned	Uniform Commissioned: Any person who is responsible for the prevention and detection of crime and the enforcement of the criminal, traffic or highway laws of the State of Arkansas. The employee must be certified by the Commission of Law Enforcement Standards at the appropriate classification for the position held by the individual.
UE	Employee	Regular state employees in a bi-weekly pay period.
UJ	Judges	Judicial: Elected or appointed public official with authority to hear and decide cases in a court of law.
UL	Legislative	Legislative employees in a semi-monthly pay period.
UM	Miscellaneous	Miscellaneous: Used for military call-up and one-time payouts by OPM.
UN	Uniformed Non-commissioned	Uniform N-commissioned: Civilian employees within an agency, e.g., telecommunications supervisor, ASP telecommunications operator and trainee's, drivers license examiners and coordinator.
UR	Retirees (<i>no longer used as of 3/31/03</i>)	Retirees: Any employee retired from state government. Employees retired from state government who were previously maintained in the system as Employee subgroup "Retirees". If they come back to work, this should change to the subgroup defaulted from the position.

Personnel Administration Action/Reasons

In AASIS, **Actions** are used to perform the various processes in Personnel Administration. Each action has a **Reason code** attached to it and an effective date. If the end date is not known the system defaults to 12/31/9999. Each time a new action is processed, a history of the previous action is recorded in the system.

The following is a list of the Actions, Reason Codes and their descriptions:

Actions	Reason Codes
<p>HIRE Code: ZF</p> <p>All new hires in AASIS will be processed using a Hire action. These employees have <i>NOT been previously entered into AASIS.</i></p> <p>In the case of a Job Share situation, be sure to indicate the percentage of time the employee spends in the position on IT0007 (Planned Working Time). Verify that the work schedule rule is correct.</p> <p>In the case of Concurrent Employment where the primary agency is non-participating in AASIS, the Hire Action must be used if the employee has never been entered into the system. OPM/State Payroll processes all Concurrent Employment actions in AASIS.</p>	<p>01 New Hire An employee entering State service for the first time in AASIS.</p> <p>02 Emergency Hire Must be approved by OPM/Class and Comp! Use this reason code only when OPM/Class and Comp has approved the agency's emergency hire request because the delay from minimum advertising period will have an immediate effect on public peace, health and safety.</p> <p>03 Non-Participating Agency (Currently Active) An active employee with prior state service from a non-participating AASIS agency entering into a position with a participating AASIS agency.</p> <p>04 Non-Participating Agency (Terminated) An inactive employee with prior state service from a non-participating AASIS agency entering into a position with a participating AASIS agency.</p> <p>05 Non-Participating Agency (Retired) A retired employee from a non-participating AASIS agency entering into a position with a participating AASIS agency.</p> <p>06 Extra Help/Seasonal A new employee assigned to a current classification, but occupying a position designated as either Extra Help or Seasonal.</p> <p>08 Rehire (With a Break in Service) An employee returning to state government after two pay periods or more have occurred from the day they terminated their employment.</p> <p>09 Rehire (No break in service) An employee returning to state government within two pay periods from the day they terminated their employment.</p> <p>10 Reinstatement An employee who was inactive on the payroll prior to AASIS implementation (i.e., disciplinary suspension, military, etc.) and returns to active status.</p> <p>11 Re-employment of Retiree A retiree is rehired in a regular position up to exit salary, not to exceed level IV of the new position,</p>

	<p>and eligible for benefits excluding Retirement unless approved by the solicited retirement system. This person was retired from a participating agency prior to AASIS implementation.</p> <p>12 Concurrent Employee (Secondary) For OPM/State Payroll only! Use this reason code only in the event the primary employer is a non-participating agency and the employee is not currently in AASIS.</p> <p>13 Special Admin Must be approved by OPM/Class and Comp! Use this reason code only when OPM/Class and Comp has approved the position to be paid below the minimum hourly rate or above the maximum hourly rate.</p>
<p>RE-EMPLOYMENT OF RETIREE Code: Z6</p> <p>This action is used for the Re-employment of a Retiree who was <i>previously entered into AASIS</i>.</p> <p>In the case of a Job Share situation, be sure to indicate the percentage of time the employee spends in the position on IT0007 (Planned Working Time). Verify that the work schedule rule is correct.</p> <p>NOTE: Former employees who retired from state government pursuant to Act 187 of 1987 (the Early Retirement Incentive Program) may not be re-employed by a state agency, institution, board or commission.</p>	<p>01 Rehire Re-employment of a Retiree previously entered into AASIS.</p> <p>02 Emergency Hire Must be approved by OPM/Class and Comp! Use this reason code only when OPM/Class and Comp has approved the agency's emergency hire request because the delay from minimum advertising period will have an immediate effect on public peace, health and safety. This is the Re-employment of a Retiree as an Emergency Hire who was previously entered into AASIS.</p> <p>03 Non-Participating Re-employment of a Retiree who was previously entered into AASIS, but whose last position was in a non-participating agency.</p> <p>04 Extra Help/Seasonal Re-employment of a Retiree into an Extra Help/Seasonal position who was previously entered into AASIS.</p> <p>05 Special Admin Must be approved by OPM/Class and Comp! Use this reason code only when OPM/Class and Comp has approved the position to be paid below the minimum hourly rate or above the maximum hourly rate.</p> <p>06 STAR Employee Must be a qualified STAR (State Temporaries Active in Retirement) participant with OPM/Research and Technical Services. Use this reason code when your agency has requested a STAR participant to work in a temporary or extra-help assignment from OPM. The STAR participant can be hired into an extra-help or regular salary position.</p>
<p>TRANSFER Code: Z3</p> <p>The transfer action is used whenever an</p>	<p>01 Lateral The movement of an employee from one position to another of the same grade within AASIS.</p> <p>02 Unclassified/Classified</p>

<p>employee was <i>previously entered into AASIS</i> and is transferred either within an agency or across agencies. Note: If an employee is transferred across agencies, OPM/State Payroll must process the Transfer action.</p> <p>In the case of a Job Share situation, be sure to indicate the percentage of time the employee spends in the position on IT0007. Verify that the work schedule rule is correct.</p>	<p>Refers to the movement of an employee from a non-classified position to a classified position within AASIS.</p> <p>03 Classified/Unclassified Refers to the movement of an employee from a classified position to a non-classified position within AASIS.</p> <p>04 Extra Help to Regular/Hourly The movement of an employee from an Extra Help position to a Regular/Hourly position within AASIS.</p> <p>05 Regular/Hourly to Extra Help The movement of an employee from an Regular/Hourly position into an Extra Help position within AASIS.</p> <p>06 To Acting Status An employee already in AASIS being placed in a Regular/Hourly position as "Acting Status."</p> <p>07 From Acting Status An employee already in AASIS being returned to a Regular/Hourly position from an "Acting Status" position.</p> <p>08 Reorganization Movement of an employee into another position due to reorganization of an agency.</p> <p>09 Reclassification Movement of an employee into another position due to a reclassification.</p> <p>10 Special Admin Must be approved by OPM/Class and Comp! Use this reason code only when OPM/Class and Comp has approved the position to be paid below the minimum hourly rate or above the maximum hourly rate.</p> <p>11 Unclassified/Unclassified Refers to the movement of an employee from a non-classified position to a non-classified position within AASIS.</p> <p>12 Extra Help/Extra Help The movement of an employee from an extra help position to an extra help position within AASIS.</p> <p>13 Classified/Classified The movement of an employee from an agency with a bi-weekly payroll to an agency with a semi-monthly payroll within AASIS.</p>
<p>REHIRE Code: Z1</p> <p>This action is used whenever an employee was <i>previously entered into AASIS</i> and is being Rehired.</p> <p>In the case of a Job Share situation, be sure to indicate the percentage of time the employee spends in the position on IT0001 and on IT0007. Verify that the work</p>	<p>01 Rehire When an employee previously in AASIS is Rehired.</p> <p>02 Emergency Hire Must be approved by OPM/Class and Comp! Use this reason code only when OPM/Class and Comp has approved the agency's emergency hire request because the delay from minimum advertising period will have an immediate effect on public peace, health and safety. This is an employee previously in AASIS who is rehired as an</p>

<p>schedule rule is correct.</p>	<p>Emergency Hire.</p> <p>03 Non-Participating Agency Rehiring an employee previously in AASIS, but coming from an agency currently non-participating in AASIS.</p> <p>04 Extra Help/Seasonal Rehiring an employee who was previously entered into AASIS and now being rehired into an Extra Help/Seasonal position.</p> <p>06 No Break in Service Rehiring an employee already entered into AASIS with No Break in Service.</p> <p>08 Reinstatement Reinstatement of an employee previously entered into AASIS.</p> <p>09 Reduction in Force (RIF) Rehire an employee who was terminated due to a reduction in force.</p> <p>10 Special Admin Must be approved by OPM/Class and Comp! Use this reason code only when OPM/Class and Comp has approved the position to be paid below the minimum hourly rate or above the maximum hourly rate.</p>
<p>CONCURRENT EMPLOYMENT Code: ZH</p> <p>This action is used by <u>OPM/State Payroll</u> whenever an employee was <i>previously entered into AASIS</i>, is being placed in concurrent employment and when no change in the primary employer occurs.</p>	<p>01 Secondary employment Secondary employment is with another participating state agency.</p>
<p>TERMINATE CONCURRENT EMPLOYMENT Code: Z0</p> <p>This action is used to terminate the concurrent employment (either the primary or secondary position) of an employee currently in AASIS.</p>	<p>01 Voluntary Used when an employee voluntarily terminates concurrent employment.</p> <p>02 Involuntary Used when an employee is involuntarily terminated from concurrent employment.</p> <p>03 Seasonal/Temporary Used when an employee occupies a Seasonal/Temporary position and is terminated from concurrent employment in that position.</p>
<p>PROMOTION/DEMOTION Code: ZU</p>	<p>01 P – Competitive Used when an employee is promoted into a new position of a higher grade.</p> <p>02 P – CLIP Used when a promotion is given through the CLIP process.</p> <p>04 D – Voluntary Used when an employee voluntarily takes a position of lesser grade.</p> <p>05 D – Involuntary Used when an employee involuntarily takes a position of lesser grade.</p>

<p>LWOP – INACTIVE STATUS Code: ZC</p> <p>NOTE: When an agency needs to reduce an employee's pay during a pay period, this will be handled through Time Management.</p>	<p>01 Disciplinary When an employee is placed on leave without pay due to a disciplinary action.</p> <p>02 Non-disciplinary Leave When an employee is placed on Regular Leave without Pay.</p> <p>03 Workers' Compensation Used when an employee is placed on Worker's Compensation benefits for an extended period of time.</p> <p>04 Extended Military Used when an employee is placed on Military Leave, excluding annual training.</p>
<p>RETURN FROM LEAVE Code: ZD</p> <p>Added 4/4/01: When an employee returns from leave, if the employee returns to the same position, then use the action "Return from Leave." If the employee does not return to the same position, then use the actions "Transfer", "Promotion" or "Demotion" as appropriate.</p>	<p>01 Return from Leave Used any time an employee is placed back into active status.</p>
<p>TERMINATION Code: Z5</p>	<p>01 Voluntary Used when an employee voluntarily terminates employment.</p> <p>02 Involuntary Used when an employee is involuntarily terminated from employment.</p> <p>03 Seasonal/Temporary Used when an employee occupies a Seasonal/Temporary position and is terminated from employment in that position.</p> <p>04 No Reason Given Used when an employee does not submit any reason for termination.</p> <p>05 Management Conflict Used when the employee indicates termination was due to a conflict with management.</p> <p>06 Probationary Period Used when an employee is terminated during their probationary period.</p> <p>07 Career Opportunity Used when the employee indicates termination was due to a career opportunity.</p> <p>08 Military Used when the employee indicates termination was due to military reasons.</p> <p>09 Health Reason-Self Used when the employee indicates termination was due to health reasons related to themselves.</p> <p>10 Health Reason-Family Used when the employee indicates termination was due to health reasons related to a family member.</p> <p>11 Education/Retraining</p>

	<p>Used when the employee indicates termination was due to education/retraining purposes.</p> <p>12 Relocation Used when the employee indicates termination was due to relocation.</p> <p>13 Non-Participating Agency Used when the employee indicates termination was due to new employment in a non-participating agency.</p> <p>14 Limited Advancement Used when the employee indicates termination was due to limited advancement.</p> <p>15 Insufficient Pay or Benefits Used when the employee indicates termination was due to insufficient pay or benefits.</p> <p>16 Working Conditions Used when the employee indicates termination was due to working conditions.</p> <p>17 Unsatisfactory Job Performance Used when an employee has unsatisfactorily performed their job duties.</p> <p>18 Non-Reappointment Used when the employee was not re-appointed to their position.</p> <p>19 Death of Employee Used when an employee expires.</p> <p>20 Reduction in Force (RIF) Used when a reduction in force occurs.</p> <p>21 Gross Misconduct Used when gross misconduct is the reason for termination.</p> <p>22 Decline Job Offer Used when the employee does not take the job.</p> <p>23 Reorganization Used when the position is ended due to reorganization of the agency.</p>
<p>RETIREMENT Code: Z7</p>	<p>01 Retirement Used when an employee indicates their retirement as a reason for termination.</p> <p>02 Early Retirement Used when an employee indicates early retirement as a reason for termination.</p>
<p>DROP Code: Z8</p>	<p>01 DROP (Deferred Retirement Option) Used when an employee indicates their enrollment in a DROP plan.</p>
<p>CHANGE IN PAY/POSITION ATTRIBUTES Code: Z4</p> <p>In the case of changes in the Personnel area/subarea and/or Employee group/subgroup, Org Mgmt must first make corresponding changes to the position/job record. Using this action will update the employee Master Data for the above-mentioned Org change</p>	<p>01 Pay Increase Used when a change in pay is necessary.</p> <p>02 Pay Decrease Used when a change in pay is necessary.</p> <p>03 Adjustment/Correction Used when an adjustment or correction is made to an employee's pay.</p> <p>04 Special Admin Must be approved by OPM/Class and Comp! Use this reason code only when OPM/Class and Comp has approved the position to be paid below the</p>

	<p>minimum hourly rate or above the maximum hourly rate.</p> <p>05 Personnel Area/subarea change Use when a change is made to the Personnel Area/subarea on the position.</p> <p>06 Employee group/subgroup change Use when a change is made to the Employee group/subgroup on the position.</p> <p>07 Time Percentage Adjustment Use when an employee goes from full time to part time, or vice-versa.</p> <p>08 Reduction in Work Hours Use when an employee's work hours are reduced.</p> <p>09 Second Language up to 10% Must be approved by OPM/Class and Comp! Use this reason code only when OPM/Class and Comp has approved the position to be paid up to 10% for an employee who is required to communicate in a language other than English, including American sign language.</p>
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Contract

Eligibility requirements for APERS (retirement) – employee must be hired with the intent of working at least 80 hours per month for 90 consecutive days.

Code	Description
0-19 Hours	0 to 19 hours per week – extra help/seasonal employees who will work less than 20 hours a week. These employees will not qualify for retirement, health or life benefits.
1000 Hours/Year	1000 hours per year - full time employees who are eligible for retirement, health and life benefits. This can also be used for a temporary employee hired into a regular state position to work only 1000 hours.
80+HR/MO, 3MO	80+ per month for 3 months – extra help/seasonal employees who will work enough hours to qualify for participation in the retirement system only (less than 1000 hours per year but at least 80 hours per months for 3 month or more).
<80+HR/MO, 3MO	<80 hours per month for 3 months – extra help/seasonal employees who will work less than 20 hours per week for a short period of time (i.e. summer help). These employees will not qualify for retirement, health or life benefits.
RET 1000YR	1000 hours per year – full time rehired retiree who retired in the same retirement plan of the hiring agency that works 1000 hours or more a year. This employee is eligible for enrollment in health and life plans but will not qualify for retirement benefits.
DROP 1000 YR	1000 hours per year – full time employee enrolled in the Deferred

	Retirement Option Plan that works 1000 hours or more a year. This employee is eligible for enrollment in health and life plans.
RET <20 WK	<20 a week – rehired retiree who retired in the same retirement plan of the hiring agency that works less than 20 hours a week. This employee is not eligible for retirement, health or life benefits.
DROP <20 WK	<20 a week – employee enrolled in the Deferred Retirement Option Plan that works less than 20 hours a week. This employee is not eligible for retirement, health or life benefits.

General Benefits Information Infotype 0171

The General Benefits Information infotype 0171 records the employee's Benefit area (State of Arkansas) and their 1st and 2nd Program grouping. The 1st Program grouping defines the type of employee. The 2nd Program grouping defines which types of Benefits an employee is eligible to be enrolled.

The information which defaults into the 2nd Program grouping is defaulted from the employee group, employee subgroup and the contract field of the Organizational Assignment Infotype 0001.

The cross reference of the 1st and 2nd Program groupings place every employee into a benefit group. The benefit group shares a common set of benefit plan options and eligibility criteria in the system.

1st Program grouping

- ASE General – Arkansas State Employee
- G & F – Game and Fish
- G & F UC – Game and Fish Uniformed Commissioned
- ASP – Arkansas State Police non-uniformed, non-commissioned
- ASP UC – Arkansas State Police Uniformed Commissioned
- ASP UNC – Arkansas State Police Uniformed Non-Commissioned
- Department of Education
- Workforce Education
- AOC – Administrative Office of the Courts
- Capitol Police

2nd Program grouping

- ALB9 – AOC (Administrative Office of the Courts) All Benefits (health, life and retirement)
- ALLB – All Benefits (Regular state employee – health, life and retirement)
- GENB – Gen. Ben. Eligible (health, life but not eligible for Retirement benefits, ex: Drop employees or Rehired Retiree)
- NOBN – No Benefits
- RETI – Retirement Only

Work Schedule Rules for Exempt Negative Reporting Employees

Employees must be associated to a work schedule rule for timekeeping purposes. The default work schedule rule on an exempt position is MF01. The work schedule rule can be adjusted for the employee on the Planned Working Time infotype 0007.

Code	Description
FM01	4x10 Fri-Mon
FT01	5x8 Fri-Tue
MF01	5x8 Mon-Fri
MF02	4x8.5 Mon-Thu 6 Fri
MF03	8.5 MT 9W 8.5R 5.5 F
MF04	4x9 M-R 4 Friday
MR01	4x10 Mon-Thu
MT01	4x10 Mon-Tue, Sun & Fri
RM01	5x8 Thu-Mon
RU01	12 Sat & Sun, 8 Thu & Fri
RU02	4x10 Thu-Sun
ST01	12 Sat-Sun, 8 Mon-Tue
ST02	4x10 Sat-Tues
SW01	5x8 Sat-Wed
TF01	4x10 Tue-Fri
TS01	5x8 Tue-Sat
UMWF	5x8 Sun-Mon, Wed-Fri
UR01	5x8 Sun-Thu
UR02	6.5 Sun, 8.5 Mon-Wed, 8 Thu
UW01	4x10 Sun-Wed
UWF1	5x8 Sun-Wed, Fri
WS01	4x10 Wed-Sat
WU01	5x8 Wed-Sun

Work Schedule Rules for Non-Exempt Positive Reporting Employees

Employees must be associated to a work schedule rule for timekeeping purposes. The default work schedule rule on a non-exempt position is OPEN08. The work schedule rule can be adjusted for the employee on the Planned Working Time infotype 0007.

Code	Description
OP12.25	Open Schedule 12.25 Hours
OPEN08	Open Schedule 8 hours
OPEN09	Open Schedule 9 hours
OPEN10	Open Schedule 10 Hours
OPEN12	Open Schedule 12 Hours
OPEN24	Open Schedule 24 hours

Daily Work Schedule Rules

On some occasions, an agency may want to reflect a change in work schedules for Exempt employees on a temporary basis. This can be indicated either by entering the hours worked per day or by using a Work Schedule Rule from the previous section. The daily work schedule rules can be found in the drop-down list of the Substitutions infotype 2003.

Code	Description
10	10 Hours
12	12 Hours
4	4 Hours
4.5	4.5 Hours
5.5	5.5 Hours
6	6 Hours
6.5	6.5 Hours
7	7 Hours
8	8 Hours
8.5	8.5 Hours
9	9 Hours
DAY	00:00 – 24:00
OFF	Off Day
OPEN	00:00 – 24:00

Working Week

Each employee is assigned a default workweek. Most workweeks are established at the position level and will default into the employee's Planned Working Time infotype 0007.

- 7K Fire Protection – 7 day
- 7K Fire Protection – 14 day
- 7K Fire Protection – 28 day
- 7K Law Enforcement – 7 day
- 7K Law Enforcement – 14 day
- 7K Law Enforcement – 28 day
- 8/80 14 day work period (*hospital setting only, i.e. nurses*)
- Sunday to Saturday (*Standard employees have this schedule*)

Basic Pay

The following reason codes are available on Infotype 0008, Basic Pay. When data is entered on Infotype 0008, salary edits are triggered. Based on the PA40 Action, reason for the action (Infotype 0000) and reason code on Infotype 0008, the program will verify if the salary/hourly rate is appropriate. If the salary/hourly rate is appropriate, then the user can save the infotype.

Otherwise, the user will get an error message requesting a correction of the amount entered before proceeding. The salary range information can be obtained from the Pay Scale Group and Pay Scale Level drop down lists on Infotype 0008. In the case of Promotion/Demotion, the action-reason combination will populate the proper hourly rate/salary.

The reason code used on infotype 0008 must coordinate with the reason code used on infotype 0000. For further instructions, please refer to the Action/Reason Codes For Agency Personnel Administration Actions located on the AASIS website under the Personnel Administration courseware QRC Appendix B QRC Salary Edits Rules.

01 – Within Range

This reason will validate that the salary/hourly rate entered is within the position salary range. This code is valid when hiring an employee into an extra help position, Concurrent Employment and Change of Pay actions.

02 – New Hire at Band 1

All new hires within the state *in a classified position* ALWAYS come in at the minimum salary for Band 1 unless they fall under one of the other available reasons. The reason code will validate that the salary/hourly rate is at the minimum level for the position. If the salary/hourly rate entered is different, the minimum amount is defaulted.

03 – Special Language to Band 3

This reason code is used only by agency 0710. This reason verifies that the salary/hourly rate is less than or equal to Band 3 for the position. If the salary/hourly rate exceeds Band 3 for the position, you will receive a warning and the Band 3 amount will default. If it does not exceed Band 3, the user will be allowed to save the infotype.

04 – Special Language to Band 4

This reason code is used only by agencies 0405, 0425, 0450, 0470, 0475, 0480, 0513, 0630 and 0645. This reason verifies that the salary/hourly rate is less than or equal to Band 4 for the position. If the salary/hourly rate exceeds Band 4 for the position, you will receive a warning and the Band 4 amount will default. If it does not exceed Band 4, the user will be allowed to save the infotype.

05 - Hire Rate 2M Grade 13 & Below

This reason verifies that the salary/hourly rate is less than or equal to 2M of Grade 13 and below. If the salary/rate is more than the 2M maximum, you will receive a warning and the 2M amount will default. If it is not more than the maximum, the user will be allowed to save the infotype.

06 – EWQ (Exceptionally Well Qualified)

This reason will validate that the salary/hourly rate entered is within the approved range for the exceptionally well qualified employee. All EWQ's must have OPM/Class and Comp approval.

07 - LMR (Labor Market Rate) –

This reason verifies that the salary/hourly rate is less than or equal to the approved Labor Market Rate for the classification. If the salary/hourly rate exceeds the Labor Market Rate, you will receive a warning and the Labor Market amount will default. If it does not exceed the Labor

Market Rate, the user will be allowed to save the infotype. All LMR's must have OPM/Class and Comp approval.

08 – Promotion 6% Increase

This reason defaults the salary/hourly rate that is equal to 106% of the previous salary/hourly rate. If this amount is less than Band 1 of the new position, the minimum amount for Band 1 is defaulted. If the resulting amount is greater than Band 4, the maximum amount for Band 4 is defaulted.

09 – Promotion 8% Increase

This reason defaults the salary/hourly rate that is equal to 108% of the previous salary/hourly rate. If this amount is less than Band 1 of the new position, the minimum amount for Band 1 is defaulted. If the resulting amount is greater than Band 4, the maximum amount for Band 4 is defaulted.

10 – Demotion 6% Decrease

This reason defaults the salary/hourly rate that is equal to 94% of the previous salary/hourly rate. If this amount is less than Band 1 of the new position, the minimum amount for Band 1 is defaulted. If the resulting amount is greater than Band 4, the maximum amount for Band 4 is defaulted.

11 – Demotion 8% Decrease

This reason defaults the salary/hourly rate that is equal to 92% of the previous salary/hourly rate. If this amount is less than Band 1 of the new position, the minimum amount for Band 1 is defaulted. If the resulting amount is greater than Band 4, the maximum amount for Band 4 is defaulted.

12 – Unclassified Salary Change

This reason is used when hiring or changing the pay of an employee in an **unclassified position**. It also verifies that the position has a valid class code. Entry of the salary/hourly rate is in the range of zero to line item maximum.

13 – No Salary Change

This reason code is used when no change in salary is allowed. The salary/hourly rate entered must be within the authorized range of the position.

14 – Reclassification

This reason code will be used by OPM/Class and Comp when a reclassification results in a 6% salary increase. It will verify that the salary/hourly rate entered is equal to 94% of the previous salary/hourly rate. If it is not, an amount will default equal to 94 % of the previous amount and the record is saved without error. If this amount is less than Band 1 of the new position, the minimum amount for Band 1 is defaulted. If the resulting amount is greater than Band 4, the maximum amount for Band 4 is defaulted.

15 – Special Language 6% Increase

This reason code is used only by agencies 0080, 0510, 0513, 0960 and 0975. Defined as Special Language authorizing a specific classification of a 6% increase in the base salary.

16 – Semi-monthly

This reason code is used only by agencies that has semi-monthly payroll.

17 – SL Travel/Uniform Allowance

This reason code is used only by agency 0960. Defined as special language authorizing a specific classification of an increase in the base salary.

18 – Special Language 3%

This reason code is used only by agency 0960. Defined as special language authorizing a specific classification of an increase up to 3% in the base salary.

19 – Special Language 2%

This reason code is used only by agency 0080. Defined as special language authorizing a specific classification of a 2% increase in the base salary.

20 – Special Language to Band3M

This reason code is used only by agency 0405. Defined as special language authorizing a specific classification of an increase up to Band 3M in the base salary.

21 – SL6%IncreaseAboveLineItemMax

This reason code is used only by agency 0080. Defined as special language authorizing a specific classification of a 6% increase in the base salary.

Basic Pay Wage Types

Note: Most employees will have 1000 as their Pay Wage Type.

1000 Hourly Rate

The most commonly used wage type. The hourly rate wage type will default from the position. Unless the hourly rate default (i.e. New Hire at Band 1 reason code), the agency must enter the hourly rate in the amount field.

1002 Salaried - Semi Monthly

This wage type will be used for employees in Payroll Area 12. The hourly rate wage type will default from the position. Unless the hourly rate default (i.e. New Hire at Band 1 reason code), the agency must enter the hourly rate in the amount field.

1004 Difficult to fill pay

This wage type is used by an agency that has approval from OPM/Class and Comp to pay a percentage payment in addition to the hourly rate for difficult to fill positions. Also, the agency must enter the hourly rate in the amount field.

1007 Additional Duties

This Wage Type is for an employee serving in a capacity authorized by Special Language in which the employee assumes duties in addition to his/her regular duties. While serving in this

capacity the employee shall be eligible to receive additional compensation as specified by the Special Language. Also, the agency must enter the hourly rate in the amount field.

1013 Extra Help Hourly

This wage type is for extra help/seasonal employees in an extra help/seasonal position. This wage type will default from the position. Also, the agency must enter the hourly rate in the amount field.

1014 Supplemental Positions Hourly Rate

Emergency positions authorized by the Governor for the bi-weekly payroll area. This wage type will default from the position. Also, the agency must enter the hourly rate in the amount field.

1015 Supplemental Positions Salary

Emergency positions authorized by the Governor for the semi-monthly payroll area. This wage type will default from the position. Also, the agency must enter the hourly rate in the amount field.

1020 2% 2nd Language Pay

This wage type is for an employee hired into a position that requires certification for a 2nd language. This is an additional payment authorized by legislation. Also, the agency must enter the hourly rate in the amount field.

1022 5% 2nd Language Pay

This Wage Type is for an employee hired into a position that requires certification for a 2nd language. This is an additional payment authorized by legislation. Also, the agency must enter the hourly rate in the amount field.

1024 7.5% 2nd Language Pay

This Wage Type is for an employee hired into a position that requires certification for a 2nd language. This is an additional payment authorized by legislation. Also, the agency must enter the hourly rate in the amount field.

1026 10% 2nd Language Pay

This Wage Type is for an employee hired into a position that requires certification for a 2nd language. This is an additional payment authorized by legislation. Also, the agency must enter the hourly rate in the amount field.

1400 Hourly – tips

This wage type must be used for all tipped employees. The default wage type 1000 for hourly rate must be deleted and wage type 1400 must be entered on the Basic Pay infotype (0008) in order for the employee to be paid with the appropriate hourly rate. Also, the agency must enter the hourly rate in the amount field.

Wage Types for Premiums entered on Timesheets (CATS)

WT	Wage Type Long Text
1209	Difficult to fill - CATS
1212	Shift premium
1217	Maximum Security Pay
1218	Hazardous Duty
1220	Max Security/Haz Duty Pay
1222	Sch Aft Hrs – LPN - \$20
1223	Unsch Aft Hrs – LPN - \$22
1224	Sch Aft Hrs – RN - \$28
1225	Unsch Aft Hrs – RN - \$33
1226	PuCo Sch Aft Hrs – LPN - \$21
1227	PuCo Unsch Aft Hrs – LPN - \$23
1228	PuCo Sch Aft Hrs – RN - \$36
1229	PuCo Unsch Aft Hrs – RN - \$41
1230	HS Call – Backup – Wkday - \$5
1231	HS Call – Bkup – Wknd/Hol - \$7
1232	HH Call – Backup – Wkday - \$9
1233	HH Call – Bkup – Wknd/Hol - \$16

Wage Types for Infotype 0014 Recurring Payments/ Deductions

Because there are numerous wage types available in infotype 0014 Recurring Payments/Deductions, they are not listed in this document. However, to view a listing of the wage types access PA30; select the Recurring Payments/Deductions infotype and click on the create icon. In the 'Wage type' field select the drop-down listing. Please view the start and end date of the wage type to determine if the wage type is active.

Wage Types for Infotype 0015 Additional Payments

Because there are numerous wage types available in infotype 0015 Additional Payments, they are not listed in this document. However, to view a listing of the wage types access PA30; select the Additional Payments infotype and click on the create icon. In the 'Wage type' field select the drop-down listing. Please view the start and end date of the wage type to determine if the wage type is active.